

Obtaining Your For Hire Permit and Vehicle Certificates

WE ARE PLEASED to enclose the application forms required to obtain your *For Hire Permit and Vehicle Certificates*. Our goal is to help you successfully establish and operate a business in Washington.

How much will it cost to license my business?

There are several fees you must pay if you are starting a new For Hire business:

For Hire permit.....	\$20
(Required if your city or county does not license taxi businesses)	
For Hire certificate <i>each</i> vehicle.....	\$20
State tax registration.....	no fee
Trade name registration.....	\$5
Taxi Meter <i>each</i> meter	\$25
Business License Application fee.....	\$15

How do I renew my vehicle certificates?

You must renew your For Hire Vehicle Certificates each year. A renewal notice will be sent about one month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice.*

To renew:

1. We must have valid insurance on file, which lists all vehicles being renewed.
2. You must pay \$20 per vehicle
3. You must pay \$25 per taxi meter
4. You must include a \$9 renewal process fee

How do I add/change a vehicle?

If, at any time during the year, you wish to add or change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show "CAB" or "F/H" in the use class.
- The For Hire certificate fee of \$20 for each vehicle.

Your For Hire Permit is valid as long as you remain in business, but your Vehicle Certificates must be renewed each year.

A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.

What to send or bring:

- ☐ Completed Business License Application form.
 - ☐ Certificate of Insurance (can be faxed from the insurance company). See reverse for sample.
 - ☐ Current copy of Washington State Vehicle Registration for each vehicle. See reverse for sample.
 - ☐ For Hire Addendum form, already signed by the local approving authority. (This form can be faxed.)
- Form available from the Business Licensing Service 1-800-451-7985, Fax (360)705-6699.

Sample Requirements

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)	
PRODUCER		GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ASSIGN, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED		JOHN DOE DBA: JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE A TAXI INSURANCE COMPANY B	
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PRIOR CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS <input checked="" type="checkbox"/> OCCUR				THEFT (Any one person) \$
					PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$
					PRODUCTS-COMP/OP AGG \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$100,000
	<input type="checkbox"/> ALL OWNED AUTOS	R4603348A	12/01/09	12/01/10	BODILY INJURY (Per accident) \$300,000
	<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE \$25,000
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				
	<input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY \$
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA				\$
	OTHER				
DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES/SPECIAL ITEMS					
1993 CHEVROLET 1G1V52D8VV1930006					
CERTIFICATE HOLDER			CANCELLATION		
STATE OF WASHINGTON BUSINESS LICENSING SERVICE PO BOX 9034 OLYMPIA WA 98507-9034			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREON THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		

STATE OF WASHINGTON										1234B
DEPARTMENT OF LICENSING										
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE										
5/25/1999										
LIC/PLT	ISSUE-DATE	TAB-NO	REG-EXP	VALUE-CODE	DEPRE	MO-REG	MO-GMT			
12345B	10/1999	S223344	10/20/2000	24689/1993	1	12				
POWER	USE	MOD-YR	MAKE	SERIES/BODY	VIN OR SERIAL-NO	REG-CO	INC/UNINC			
G	F/H	1993	CHEV	CA94D	1G1V52D8VV193006	17	I			
SCLMT	SEAT	GMT	GMT-STRT	GMT-EXP	FLEET	PREVPL	PREV-TITLE-NO	ST		
00	/	/	/	/		26549C	9428622322	MA		
COMMENT:										
7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE										
BRANDS-WA/FORMER EXEMPT										
MILEAGE 16579 A										
REGISTERED OWNER										
LEGAL OWNER										
JOHN DOE DBA										
JOHN'S TAXI										
122 CENTRAL AVE										
ANYWHERE WA 98111										

- ☐ Owner name & firm/trade name must be the same on insurance, business application & vehicle registration certificate.
- ☐ Include policy number.
- ☐ Policy effective & expiration dates must show current coverage.
- ☐ Display name of insurance company.
- ☐ Minimum combined single limit coverage of \$325,000
- OR**
- ☐ split limit coverage of \$300,000/\$100,000/\$25,000.
- ☐ Insurance certificate must show **year, make and complete VIN # of each car**, which must match vehicle registration certificate.
- ☐ Certificate holder must be State of Washington, Business Licensing Service, PO Box 9034 Olympia, WA 98507.
- ☐ Use class must be "F/H" or "CAB".

If you have questions or need further information, please call Business Licensing Service at 1-800-451-7985.